

**FEMA**

Emergency Management Institute

**EMI GRAM**Federal Emergency Management Agency  
National Emergency Training Center  
Emmitsburg, MD 21727

**Course: RECRUITMENT NOTICE: E601 Management and Supervision of Training – 5 Slots Available**

**Dates: June 18-22, 2007**

**Course Information:** This course is designed to enable participants to develop, plan, manage, and evaluate a training program effectively. Key topics include conducting a performance and needs analysis, designing and developing courses and selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, and evaluating a training program. This course is the first course in the Master Trainer Program.

**Course Length:** 4-1/2 days. Course starts Monday at 8:30 a.m. and ends Friday at 9:00 a.m.

**Audience:** It is appropriate for training managers whose training responsibility is a collateral responsibility or who are new to the position. The course is designed for those who have overall responsibility for developing, planning, managing and evaluating training programs. Federal Emergency Management Agency (FEMA) regional training managers, State emergency management training officers, and other State-level organizational training managers are appropriate candidates for this course. Managers of local training organizations will be accepted provided they demonstrate that the system they manage is of a complexity commensurate with that of the State emergency management organization.

**Location:** National Emergency Training Center (NETC), Emergency Management Institute, Emmitsburg, Maryland.

**To Apply:** Complete a FEMA Form 75-5, General Admissions Application, with student signature and supervisor or sponsoring office signature and submit through the State emergency management training office via fax to the National Emergency Training Center Admissions Office at (301) 447-1658. To obtain a Form 75-5 and for further information, please refer to the EMI web site at: <http://training.fema.gov/emiweb/apply>.

**Questions:** Please contact the course manager, Jennifer Ogle at (301) 447-1585 or [Jennifer.Ogle@dhs.gov](mailto:Jennifer.Ogle@dhs.gov).

*Anticipating Hazardous Weather and Community Risk, IS-271* - This independent study course was designed to offer the same training and rigor as the classroom course and will be accepted in place of G271 if taken.

*Warning Coordination, G272*: Course Manager: Lillian Virgil (301) 447-1490

\*Indicates courses under revision and expected to be ready for use by Spring 2007.

Questions about individual courses should be directed to the EMI course manager responsible as indicated above. You may call (800) 238-3358 and the switchboard will transfer you to the appropriate extension.